

**General Carter**

Normally, oaths of office are administered by appointment clerks in the Office of Personnel but it is important that the other employees whose positions are designated in this memorandum have the legal authority to act in special cases.

Recommend your approval.

Signed

L. K. White

3 NOV 1964

*Noted @ DD/S  
Norm Meeting  
11-5-64*

EO-DD/S:VRT:nfa (2 Nov 64)

Distribution:

- Orig - Adse w/Orig & 4 cc's of DD/S 64-5091
- ✓ - DD/S Subject w/cc of DD/S 64-5091
- 1 - DD/S Chrono

DD/S 64-5091: Memo dtd **NOV 2 1964** to A-DCI fr D/Pers, subj:  
"Delegation of Authority to Administer the Oath  
of Office of New Employees"

CONFIDENTIAL

NOV 2 1964

**MEMORANDUM FOR: Acting Director of Central Intelligence**

**THROUGH : Deputy Director for Support**

**SUBJECT : Delegation of Authority to Administer the Oath of Office  
of New Employees**

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. Title 5 of the United States Code, section 16a, requires that the Head of an Agency designate in writing those employees or officers authorized to administer the oath of office incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein. The purpose of this memorandum is to update the existing list of personnel authorized to administer the oath by adding the Executive Assistant to the Director of Personnel and the Chief, Personnel Operations Division. The revised list will be published in Agency regulations.

Deputy Director for Support  
Assistant Deputy Director for Support  
Director of Personnel and his Deputy  
Executive Assistant to the Director of Personnel  
Chief, Personnel Operations Division, Office of Personnel  
Chief, Contract Personnel Division, Office of Personnel  
Appointment Clerks, Office of Personnel  
Chiefs of Station or Base, their Senior Administrative  
Officers, and their Personnel Officers



3. It is recommended that the incumbents of the positions listed in paragraph 2 be authorized to administer oaths pursuant to 5 U.S.C. 16(a).

Signed

Emmett D. Echols  
Director of Personnel

**CONFIDENTIAL 1**

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

**SUBJECT: Delegation of Authority to Administer the Oath  
of Office of New Employees**

**CONCURRENCES:**

STAT *15/*  
*for*   
**Lawrence K. Houston**  
**General Counsel**

**NOV 2 1964**  
\_\_\_\_\_  
Date

*/s/* L. K. White

**3 NOV 1964**

\_\_\_\_\_  
**L. K. White**  
**Deputy Director for Support**

\_\_\_\_\_  
Date

**The recommendation in paragraph 3 is approved:**

*/s/*  
\_\_\_\_\_  
**Marshall S. Carter**  
**Acting Director of Central Intelligence**

**4 NOV 1964**

\_\_\_\_\_  
Date

STAT  
OD/Pers  sac (24 Sept 64)  
Rewritten: O-DD/S:VET:nfa (2 Nov 64)

**Distribution:**

**Orig - D/Pers**

**1 - ER**

**1 - OGC**

**2 - DD/S** *Chrono Subject*

**2 - D/Pers (1 w/h)**

**2 - PRS/Regs (2 w/h)**

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

TO:		DATE
Colonel White		6 November 1964
ROOM NO.	BUILDING	
REMARKS:		
<p>Recommend your concurrence and initials on Blue Slip.</p> <p style="text-align: right;">✓ VRT</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

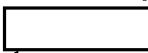
Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

28 September 64

STAT



Mr. Bannerman thought that this memo was confusing (perhaps Colonel White will not agree).

I checked with O/Pers and found that the only change is to add the Chief, POD to the list and replace Executive Officer to the D/Pers with Executive Asst. to the D/Pers. I also found that there is a proposed regulation  in the mill to reflect the above changes.

STAT

Mr. Bannerman thought that General Carter might ask what the present listing is and what "organizational" changes have occurred.

Since he is away, I pass it back to you.

fran

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1145 64 509/  
24 SEP 1964

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE AGENCY  
Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

THROUGH : Deputy Director for Support

SUBJECT : Delegation of Authority to Administer the Oath of  
Office of New Employees

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. Title 5 of the United States Code, section 16a, requires that the Head of an Agency designate in writing those employees or officers authorized to administer the oath of office incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein. Our previous listing of the employees so designated has been outdated by organizational changes and your approval of a revised listing, as shown below, is required to provide current designation.

Deputy Director for Support  
Assistant Deputy Director for Support  
Director of Personnel and his Deputy  
Executive Assistant to the Director of Personnel  
Chief, Personnel Operations Division, Office of Personnel  
Chief, Contract Personnel Division, Office of Personnel  
Appointment Clerks, Office of Personnel  
Chiefs of Station or Base, their Senior Administrative  
Officers, and their Personnel Officers

[Redacted]

25X1

3. It is recommended that the incumbents of the positions listed in paragraph 2 be authorized to administer oaths pursuant to 5 U.S.C. 16(a).

[Redacted]

25X1

Emmett D. Echols  
Director of Personnel

CONCURRENCES:

[Redacted]

General Counsel

24 SEP 1964

Date

Deputy Director for Support

Date

The recommendation in paragraph 3 is approved.

Acting Director of Central Intelligence

Date

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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